



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1
2461 EISENHOWER AVENUE
ALEXANDRIA VA 22332

OCT 27 2006

DAPE-CPD

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Base Realignment and Closure/Global Defense Posture Realignment (BRAC/GDPR) for Nonappropriated Fund (NAF) Employees

1. Reference Army Regulation (AR) 215-3, NAF Personnel Policy, dated 29 August 2003.
2. This guidance is designed to assist in the placement of NAF employees who are adversely affected by BRAC/GDPR programs. It is the intent of the Army to minimize adverse impact on employees and to provide opportunities for continued employment to the maximum extent possible.
3. Priority Consideration provisions for those employees subject to BRAC/GDPR are applicable to NAF employees provided they meet the following criteria:
 - a. Serving in Regular Full-Time, Regular Part-time positions or Flexible positions. Flexible employees must have been on the rolls for 3 years or more.
 - b. Scheduled for involuntary separation by a Business Based Action (BBA), or have declined a transfer of function.
 - c. Satisfactory performance and no pending performance or disciplinary actions.
 - d. Received official notice of BBA or official Letter of Anticipated Separation (LAS) for involuntary separation signed by an appropriate management official in the employee's chain of command. The LAS should be issued at least 6 months prior to the official BBA.
4. Vacant NAF positions are subject to placement of employees covered by this program. BBA Notices resulting in involuntary separation require 30 days advance notice of separation. While the minimum requirement is 30 days for the BBA, under BRAC/GDPR, managers are encouraged to provide BBA notice as much as 6 months in advance in order to minimize adverse impact.
5. Priority Consideration is provided for those NF-4 and above employees facing involuntary separation as a result of BRAC/GDPR through the Community and Family Support Center (CFSC) Career Referral Program (CRP). This preference is effective upon CRP's date stamped receipt of the employee's LAS. Upon separation, Priority

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Consideration is extended to employees for up to one year or upon placement in the same level/grade from which separated, whichever is sooner. Employees who want to be considered are required to submit their official notifications of BBA or LAS along with their resumes to the CFSC CRP for internal Army-wide Priority Consideration. The area of consideration will be open to all sources if the Priority Consideration candidate referral list does not provide a suitable candidate. The area of consideration limitation will be included on the position announcements and will instruct employees to identify themselves as Priority Consideration eligibles on their resumes.

6. NF-4 and above employees facing involuntary separation and seeking continued employment must either submit resumes in response to position openings posted on Civilian Personnel On-line, www.cpol.army.mil or have updated resumes in the Morale, Welfare, Recreation (MWR) Resume Builder to receive consideration. Resumes will be submitted via the MWR resume builder at www.mwrjobs.army.mil. In those cases where automation is not available, resumes may be mailed to CFSC-HRC, 4700 King Street, Alexandria, VA 22302-4407. Employees must comply with requirements of this policy and those posted on the position opening. Failure to do so may result in non-consideration. Employees NF-4 and above, who have applied for position openings under Priority Consideration with the CRP will be considered prior to other sources. The list of qualified eligibles must be exhausted before other candidates may be considered.

7. For any position not required to be filled through the CRP, the Civilian Personnel Advisory Center (CPAC) NAF Human Resources (HR) Division will request Priority Consideration at other Department of Defense (DoD) NAF Instrumentality Components within the same commuting area (for employees NF-3 and below; all Child and Youth Services Providers (CC) pay band; and all NAF Federal Wage System employees).

8. Employees must meet all required qualifications and conditions of employment. Preference under this program is limited to employees' current pay levels/grades. Employees who are selected for positions under this program and decline offers at the same pay levels/grades previously held will not be eligible for other positions under this consideration. Employees may voluntarily accept positions in lower pay levels/grades and keep their preference. Priority consideration at the next higher pay level is not authorized; however, this does not preclude employees from applying through normal procedures for higher levels/grades. Accepting positions at higher levels/grades will nullify preference.

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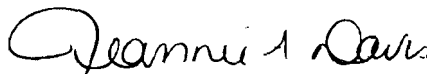
9. The hiring official will contact employees on the list to determine interest and availability. The referral list will be documented with the results of the query. Employees are expected to be available for placement if selected. When a fully qualified, interested and available employee is on the referral list and not selected, justification must be submitted for approval. NF-5 candidate non-selections will be approved by the Regional MWR Director. NF-4 candidate non-selections will be approved by the Garrison Commander or designee. For internal Army employee non-selections at NF-3 and below, FWS and CC pay band will be approved by the Director, MWR. After a selection is made, the CPAC/NAF HR Division will make the offer of employment and process the action.

10. Employees who make a Permanent Change of Station (PCS) under BRAC will be reimbursed for full travel and transportation expenses in accordance with provisions of the Joint Travel Regulations, Vol II to include Temporary Quarters Subsistence Expenses or Temporary Quarters Subsistence Allowance, real estate expenses and other miscellaneous costs authorized. Employees' PCS costs related to BRAC will be paid from BRAC funds. Employees' PCS costs related to GDPR will be borne by the losing installation in accordance with GDPR policy.

11. Employees serving as a part of the residual workforce in closing the activity or program will receive Priority Consideration Preference. These employees may be offered retention incentives to remain at installations until closing. Finally, consideration should be given, within regulatory provisions, to recognizing their outstanding performance and significant contribution to the closure mission through use of special act and on the spot cash awards, and performance based pay adjustments and awards.

12. The point of contact is Sandra Curran at (703) 325-7762 or DSN 221-7762, or email sandra.curran@us.army.mil.

Encl



JEANNIE A. DAVIS
Chief, Policy and Program
Development Division

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(BRAC/GDPR) for Nonappropriated Fund Employees

DISTRIBUTION:

ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS),
ATTN: SAMR-HR (SHERRI VAULS WARD)

COMMANDER

INSTALLATION MANAGEMENT COMMAND
US ARMY EUROPE AND SEVENTH ARMY
EIGHTH US ARMY
US ARMY FORCES COMMAND
US ARMY MATERIEL COMMAND
US ARMY TRAINING AND DOCTRINE COMMAND
US ARMY CORPS OF ENGINEERS
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DIRECTOR

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CIVILIAN PERSONNEL EVALUATION AGENCY

DEFENSE FINANCE AND ACCOUNTING SERVICES
DoD STARS AND STRIPES PUBLISHER (MR. THOMAS E. KELSCH)

OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)
OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)

SAMPLE LETTER OF ANTICIPATED SEPARATION
NONAPPROPRIATED FUND (NAF) EMPLOYEES

[DATE]

FROM: [COMMANDER/DESIGNEE]
TO: [EMPLOYEE'S NAME]

Subject: Letter of Anticipated Separation Under Base
Realignment and Closure (BRAC)/Global Defense
Posture Realignment (GDPR)

As a result of continued restructuring and downsizing in Nonappropriated Fund, you may face a Business Based Action (BBA) on [ESTIMATED EFFECTIVE DATE]. At least 30 days before you are affected by a BBA, you shall receive a specific BBA notice giving you information on determinations made concerning your position, your retention standing, entitlements, job placement benefits, and other transition assistance programs available to you.

Although no final decisions have been made, based on a review of your personnel records, we have determined that you shall likely be separated in accordance with the BBA. This Letter of Anticipated Separation establishes your eligibility to participate in retraining and readjustment programs, and to receive placement assistance.

Because your employment opportunities in this area are very limited, you can use this certificate to register in job placement assistance programs. The human resources office and the state employment security agency staff will give you specific information on how and where to apply for assistance. Information on programs that shall improve your prospects for employment is provided below:

a. Workforce Investment Act (WIA). The U.S. Department of Labor provides funding through the state for employees like you who may be facing separation. Various types of retraining and readjustment assistance such as counseling, placement assistance testing, support services and financial counseling are available to you.

b. Priority Consideration. Eligible employees are entitled to Priority Consideration preference when

separated from employment by a BBA. Employees eligible for Priority Consideration will be referred to the selecting official on a separate referral list and considered prior to other candidates; however, Priority Consideration does not require mandatory placement. Priority Consideration is extended to employees up to one year or placement in the same level/grade from which separated, whichever is sooner.

To enroll in the Priority Consideration program, you must be in receipt of this letter (or a notice of the BBA separation action). For more information, contact (NAME, PHONE NUMBER AND ADDRESS OF HUMAN RESOURCES OFFICIAL).

[MANAGER'S SIGNATURE]